



# CITY OF HOUSTON

## Job Posting

	DJB	
1	<b>Applications accepted from:</b>	All Persons Interested
2	<b>Job Classification</b>	Inspector
3	<b>Posting Number</b>	PN # 110316
4	<b>Department</b>	PARKS AND RECREATION
5	<b>Division</b>	Grounds Maintenance
6	<b>Section</b>	Grounds Maintenance
7	<b>Reporting Location</b>	2999 South Wayside
8	<b>Workdays &amp; Hours</b>	M-F, 7 a.m. – 4 p.m. *
		*Subject to change
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> The qualified individual will prepare and conduct inspections on existing, modified and new parks and street medians to determine compliance with specifications (Parks to Standards, irrigation, etc.) and maintenance expectations as needed. Meet with outside entities as required. Perform record keeping of contractor activity with a log. Collect accurate GIS data and attributes for park properties. Massage data to meet standards and research additional attributes not located in the field work (e.g. fixed asset inventory ID's). Prepare, conduct and review inspections of adopted medians and PARD maintained medians for size, maintenance method, location and other pertinent details. Perform record keeping activities to maintain a filing system and documentation in the common database. Plan, execute and document contractor performance. Perform other duties and activities that may be required during the course of operations.	
10	<b><u>WORKING CONDITIONS</u></b> The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a high school diploma/GED, and up to 18 months of education or training in the area of inspection to be performed.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Two years of journey level experience related to the area of inspection to be performed are required.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).	
14	<b><u>PREFERENCES</u></b> Geographic knowledge of the city and experience with GIS device and contractors. Experience in MS Access.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b>	NONE
16	<b><u>SAFETY IMPACT POSITION</u></b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:  <div>Salary Range - Pay Grade 18 \$1042 - \$1,480 Biweekly \$27,092 - \$38,480 Annually</div>	
18	<b><u>OPENING DATE</u></b>	May 03, 2006
19	<b><u>CLOSING DATE</u></b>	May 09, 2006
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 <sup>st</sup> floor. <b>Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 845-1056. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b>	